



# reg/mod update #13

usace hr development division (cehr-d)

## **Creating CEFMS Extract With Business Objects Applications (BOA):**

Our friend and left-coast correspondent, Jackie Putnam, has put together the following instructions for those of you who are (or shortly will be) retrieving and passing the CEFMS extract from MDCPDS to the CEFMS Human Resource databases. Jax assures us these are simple, easy to follow instructions, so if you have problems or questions, please call her at 503.808.4552.

Log into BOA (if screen for "NEW REPORT WIZARD" comes up just cancel).

From the business objects menu select:

FILE  
RETRIEVE FROM  
CORPORATE DOCUMENTS

Locate the program for CEFMS extract (Probably under AR Extract Files) and DOUBLE CLICK on that program.

If a "REPLACE" screen comes up with the following information, "The CEFMS\_Extract\_CS rep file already exists. "Do you want to replace it?" Click Yes—this simply over-writes whatever you 'left behind' the last time you ran the report.

An "IMPORT RESULTS" box will pop up which states "Import was successful." Click OK.

(LOOK AT THE TOOL BAR. If the options for reports, graphics are not showing, right click in the gray area of the tool bar, and add reports, graphics.)

Select the icon in the tool bar that looks like two arrows flowing out of a box (refresh button). This will prompt you to select the following values:



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	Without DA interns	With DA interns
Command code	CE	CE; SB
EROC Code	(District/Division EROC)	(District/Division EROC and your CCPO I D)

Example for Omaha District/without interns:

Command Code	CE
EROC Code	G6

Example Omaha District With interns:

Command Code	CE;SB
EROC Code	G6;HI

(NOTE, if you need to extract intern data for your CEFMS extract, you will need to specify the command code and your CCPOID.)

After entering the information select "OK" and the data will be generated.

On the tool bar, select the icon that resembles a Rubix Cube (export icon).

The popup menu will appear - select EXPORT.

Select BROWSE, and locate the directory with the C\$. Using the 'all files' option, name the file and SAVE. On the EXPORT TO EXTERNAL FORMAT WINDOW - Be sure change delimiter to CHARACTER and use the pipe delimiter (|).

Select "OK" and the data will be exported.

When the file export has completed, cancel out of the data manager. Close out of Business Objects.

Email the file to your CEFMS Human Resource Database Manager (DBM). If the CEFMS HR DBM feels a driving necessity to back up files before loading the new file/format, the employee\_mstr table is the only file, which might



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need backing up. If the CEFMS HR DBM experiences problems with the routine, he/she should submit a CEFMS problem report ASAP.



### **Reports, reports, reports!**

Again, thanks to Jackie Putnam for assembling the following lists of Business Objects Application (BOA) reports that have been developed or have been requested:

**Actions for Internal Audit** – Provides a listing of all actions occurring in a specified time period to be used in selecting random records for monthly internal audits. Primarily used by the CPOCs.

**Aging of Separation Report** – Checks the timing of Retirement packages.  
Data Elements – Region, CPO ID, Dt Ret Appl Rcvd, Dt Ret pkg CPO to Civpay, Dt Ret pkg rcvd civpay and Dt Ret Pkg Civpay to OPM

### **Alpha Listing –**

Data Elements – Name, SSN, Organization Address Cleartext

### **On-Line Alpha Listing**

Data Elements – Name, SSN, PP-SERS-GR, Step, DOB, SCD, CPAC, Cmd, UI C, ORG, BUS, GSA Loc with description

**Average Grade for Wage Schedules** – Gives count of average grade drilled down to Command/UI C. Data Elements- CPAC, CMD with description, UI C, Pay Plan

**Award Report** – Drill down from Command UI C to individual listing.  
Data Elements – CPAC, Name, Awd Type, Dt Awd Appr, Awd Amount, Time Off, Gp Awd Id, Award Percentage

### **DA Intern Report –**

Data Elements – Name, SSN, Civ Type, SPEP, AMS, UI C, Career Prog, Cmd SPEP, CMD



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**Employee Master Record** – Contains basic employee information on Pay, Organization, Benefits, etc.

**FLSA and BUS Code Quality Control Report** –

Data Elements – CPAC, Name, SSN, PP-SERS-GR, Supv Level, FLSA, BUS Code

**GS/GM Average Grade Report** – Gives count of average grade drilled down from CPAC level to Command Code/UI C. Data Elements – CPAC, Cmd, UI C, Average Grade

**Handicap Report** – Gives a count of Handicaps by gender and CPAC.

Data Elements – Handicap, CPAC, Gender

**Length of Service** – Provides listing of employees whose service is at a five-year increment. Data elements- CPAC, Name, SSN, ORG, UI C, SCD, Years, Month

**OPF Combine** – Provides individual employee information to be used by the CPOCs in combining OPFs. Data Areas – Basic Personnel Info, Pay Data, Benefits and Retirements Data, Education Data, Military Service Data, Security Data

**Organizational List of Filled and Vacant Positions**

Data Elements – CPAC, command, JBM, SSN, Name, Position Title, BUS, GSA Code with Description, Obligation type, CPCN, PP-SERS-GR, step, Comp Level, Duty Status Code, Appt Type, Tenure, Salary, FLSA, UI C, Last Equiv Inc, SCD Lv, Runc Class Id, Posn Sens, Supv level, Work Schedule, Vet Pref, Pos Occupied

**Organization Roster** – Provides listing of employees within an organization

Data Elements- para, line, name, PP-SERS-GR, CPCN, wk sched, BUS, FLSA, AMS cd, Func Desg, Position Title

**Overdue Suspense Report** – Provides a listing of past NTE dates for twelve different areas. Data Elements – Organization, name, SSN, Conv Career Dt, Dt Conv Rec Due, Dt Limited Appt Exp, Dt LWOP Expir, Dt OS Tour Expir, Dt Obln Expir, Dt Rtnl Grade Expir, Dt Temp Appt Expir, Dt Temp Posn Chg Exp, Dt Temp Prom Expir, Dt Temp Reasmt Exp, Dt WGI Due



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**PATCO Report** - Gives a count of PATCOB broke down by gender. Data Elements - PATCOB, gender, CPAC

**Retention Allowance by Date** - Provides listing of employees with Retention Allowance. Data Elements - CPAC, Name, SSN, PP-SERS-GR, Step, Salary, CPO Id, Amount, Percent, Date expires

**RNO Sorted by Sex** - Gives Count of RNO's broke down by gender. Data Elements - CPAC, RNO, gender

**Strength Report** - Provides count of employees by appt type/work schedule by CMD/UIC. Data Elements - CPAC, Command, UIC, employment status

**Strength Report by Pay Plan** - Provides count of employees by pay plan. Data Elements - CPAC, Command, UIC, Payplan

**SVC Comp Dates QC** - Checks error conditions on SCDs. Data Elements - CPAC, Name, SSN, SCD Civ, Cred Mil Serv, SCD Leave, SCD RIF, Empl type, Retirement Plan, TSP SCD

### **Training by OCC and UIC -**

Data Elements - CPAC, Command, UIC, Name, SSN, PP-SERS-GR, Course Title, Start Dt, End Dt, Hours, Indirect Cost, Direct Cost

### **Completed Training -**

Data Elements - CPAC, Command, Name, SSN, PP-SERS-GR, Course Title, Start Dt, End Dt, Hours, Direct cost

### **Work Schedule Report -**

Data Elements- Name, SSN, Wk Sched, Hours per week, Tenure, SPI D, Line three of Org

*The following are reports have been requested, and will be created by the WCPOC (West CPOC) Functional Automation Branch (FAB):*



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**Average Age** - A count by organization with totals

Data Elements - CPAC, Average Age

**Bus Code Listing** - Listing of employees covered under Bargaining Unit

Data Elements - Name, BUS Code, Org

**High Grade Report by Org** - Count of High Grades broke down by organization. Data Elements - Org, Grade, Count

**LWOP Report** - Listing of employees on LWOP with totals

Data Elements - Name, SSN, Dt LWOP began, Dt LWOP ends, ORG

**New Supervisor** - A listing of employees who have a date in Supv Mgr Prob Period. Data Elements - Name, SSN, PP-SERS-GR, Org, Supv level, Dt Supv Mgr Prob Ends

**Obligated Positions** -

Data Elements - CPCN, Name, SSN, Org, Exp Date, Obligation Type

**Organization Gains** -

Data Elements - Name, SSN, Org, PP-SERS-GR, Appt Type, EOD

**PATCOB** - Listing of individuals with their PATCOB reported

Data Elements - Name, SSN, PP-SERS-GR, Titls, Org, PATCOB, RNO, Sex, HNDCP

**Payroll Report** - Listing of employee leave balances

Data Elements - Name, Org, Annual Leave, Sick Leave, Time Off

**Performance Due Date** - To be developed for specific CPACs.

Data Elements - CPAC, Name, SSN, PP-SERS-GR, Due Date, Last Appr Dt, DOB, EOD, Cmd, UIC

**Retained Grade Listing** - To provide a listing of employees on retained grade for QC purposes

Data Elements - CPAC, Name, SSN, PRD, RtnD PP, RtnD GR, RtnD Pay Table, Retained Locality Percent



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## **Security Information -**

Data Elements - Name, SSN, Org, CPCN, PP-SERS-GR, Title, Pos Sens, Sec Clearance, Clearance Date

## **SPEP Report -** Selects if SPEP is not null

Data Elements - Name, SSN, org, Intake SPEP, Dt ent, Prop Dt Grad, SPEP with description

## **Supervisory Ratio -**

Data Elements - CPAC, Total Count, Supv Count, Non Supv Count, Ratio

## **Training-EEO -** Listing of completed training with RNO, SEX included

Data Elements - Name, SSN, PP-ERS-GR, Org, Beg Dt, End Dt, Course, RNO, SEX

*The following new reports have been completed:*

**AMS Code** - Report Name: AR\_CSU\_CLS\_FILL\_VACANT

**Average Grade - Org** - Data Elements - CPAC, UIC, PP, Avg Grade

**Awards/EEO** - Prompts for start and end dates

Data Elements - Name, SSN, PP-SERS-GR, RNO, Sex, Awd type, Amount, Date

**Awards/UIC** - Prompts for start and end dates.

Data Elements - CPAC, UIC, Name, SSN, PP-SERS-GR, Awd type, Date, Amount

**EEO Report** - Report Name: Various, see previous listing of reports

**Handicap** - Individual employee listing. Data Elements - Name, SSN, Title, PP-SERS-GR, Org, CPCN, Type Appt, Hndcp Code with description

**Length of Service** - Only selects if years are equal 5,10,15 etc. Then filter report by months. "This will not work for retired military personnel.

Data Elements - Name, SSN, Org, Name, SCD, Years, Month



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**NTE Action** – Report Name: AR\_CSU\_PAST\_DUE

**Retirement Eligibility** – Report Name: AR\_CSU\_SPV\_RAT

**RNO Stats** – Report Name: AR\_CSU\_RNO\_SEX\_DRILL\_RPT

**Training** – Report Name: AR\_CSU\_TRNG\_OCC\_UI C



## Southwest Region Lessons Learned

Finally, for her hat trick, Jackie has prepared a PowerPoint presentation on lessons learned during the Southwest region MDCPDS standup. Be sure to read the notes pages as well as the slides. (See attached).



## You too can be a Hero!

Please pass along your own lessons learned, so we can share your knowledge and experience in the Corps and with other commands. Army has requested we use the following standard format for such lessons learned:

Issue :	(self-explanatory)
Discussion:	(brief description of problem)
Recommended Solution:	(self-explanatory)
Point of contact:	(name, telephone and email)

If we all contribute, we will all profit from each other's experience. Please send your lessons learned to Jerry Liebes, [gerald.n.liebes@usace.army.mil](mailto:gerald.n.liebes@usace.army.mil).

More to come...







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Need help? Your HR Reg/Mod Team is here for you. Please contact:

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